

February 18, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**HEALTH SERVICES ADMINISTRATION REQUEST TO APPOINT PAULA  
PACKWOOD TO THE POSITION OF SPECIAL ASSISTANT II, HEALTH SERVICES**

Consistent with the October 1, 2002 Board approved policy on management appointments, the Department of Health Services (DHS) requests authority to appoint Paula Packwood to the position of Special Assistant II, Health Services at a salary of \$8,407.83 per month or \$100,894 annually. This requested salary places Ms. Packwood at the maximum level of the salary range (R-9) for this position. The item is vacant and funded within the Department's 2002-03 Adopted Budget.

Ms. Packwood will be responsible for providing specialized staff services for the Director of Health Services which includes acting as liaison between the DHS and top level County management, the Board of Supervisors, and public/private entities on clinical and medical issues. Additionally, this individual will conduct special administrative and research studies dealing with a wide range of medical subjects affecting departmental operations.

The Department indicates that this position is very critical in order to relieve the Director from some of his day-to-day administrative responsibilities; thereby allowing the Director more time to focus his attention on other major issues relating to the redesign of DHS. This position will control and monitor all Board motions related to clinical and medical issues and will be the liaison between the Chief Administrative Office and DHS to ensure appropriate input regarding proposed action affecting DHS.

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The Department of Health Services indicates that Ms. Packwood is uniquely qualified for this position because of her extensive program development, administrative and management experience. She is also a Registered Nurse with a Masters Degree in Healthcare Administration. This employee will bring a wealth of managerial and administrative knowledge to DHS from her management experience at LA Care and Daniel Freeman Memorial Hospital. Currently, she is self employed as a healthcare industry consultant, as well as an author and a lecturer.

The department indicates the requested annual salary of \$100,894 is justified by her years of experience and prior salary history, and the scope and responsibilities of the position. Based on the above, we concur with the Department's request to appoint Ms. Packwood to the position of Special Assistant II, Health Services at an annual salary of \$100,894.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by March 3, 2003, we will notify Mr. Leaf that he is authorized to proceed with the appointment, effective March 4, 2003.

Please let me know if you have any questions about this appointment, or your staff may contact Gregory Polk of this office at (213) 974-1791.

DEJ:DL  
SS:GP:kd

Attachment

C: Executive Officer, Board of Supervisors  
Director, Department of Health Services  
Director of Personnel